

Title I, Part A

Preparing for Federal Program Monitoring

**Virginia Department of Education
Office of Program Administration and Accountability
2016 Coordinators' Technical Assistance Academy
August 2-4, 2016**



Overview

- Federal Program Monitoring
 - Cycle
 - Process
 - Protocol
- FPM 2016-2017 Summary
- Technical Assistance Areas of Note
- Questions and Answers



Monitoring Cycle



Three-Year Cycle

ELEMENTARY & SECONDARY EDUCATION ACT (ESEA)

FEDERAL PROGRAM MONITORING FOR ESEA

VDOE maintains the responsibility for adoption and use of effective methods to monitor compliance with federal and state requirements and to ensure the correction of deficiencies in program operations and the use of federal program funds. Federal policy requires every program office overseeing discretionary or formula grant programs to monitor each of its programs. As the department carries out this task, it remains focused on its primary goal: To raise academic performance for all children in the commonwealth and to effect greater accountability for public education.

- Introduction to Federal Program Monitoring ([PDF](#)) | ([Word](#))
- [Federal Program Monitoring Three-Year-Cycle 2014-2015 through 2016-2017](#) (PDF)
- [2015-2016 Federal Program Monitoring PowerPoint Presentation](#) (PPT)
- [2015-2016 Federal Program Monitoring Schedule for Certain Programs Under the Elementary and Secondary Education Act of 1965](#) – Superintendent's Memo 237-15, September 18, 2015

[Expand All](#) | [Collapse All](#)

⊕ Title I Part A – Title I Part C – Title I Part D – Title III Part A

⊕ Title II, Part A

⊕ Title IV, Part B

http://doe.virginia.gov/administrators/superintendents_memos/2015/237-15b.pdf



Divisions Scheduled for FPM in 2016-2017

- | | | |
|--------------------------|---------------------------|------------------------------------|
| 1. Amelia County | 18. Giles County | 35. Southampton County |
| 2. Appomattox County | 19. Gloucester County | 36. Suffolk City |
| 3. Augusta County | 20. Goochland County | 37. Sussex County |
| 4. Bath County | 21. Grayson County | 38. Washington County |
| 5. Caroline County | 22. Highland County | 39. West Point |
| 6. Carroll County | 23. King and Queen County | 40. Williamsburg-James City County |
| 7. Chesapeake City | 24. Lexington City | 41. Wise County |
| 8. Clarke County | 25. Madison County | 42. Wythe County |
| 9. Colonial Heights City | 26. Manassas Park City | 43. York County |
| 10. Covington City | 27. Mathews County | |
| 11. Craig County | 28. Middlesex County | |
| 12. Cumberland County | 29. Patrick County | |
| 13. Dinwiddie County | 30. Poquoson City | |
| 14. Falls Church City | 31. Rockbridge County | |
| 15. Fluvanna County | 32. Rockingham County | |
| 16. Franklin County | 33. Russell County | |
| 17. Frederick County | 34. Salem City | |

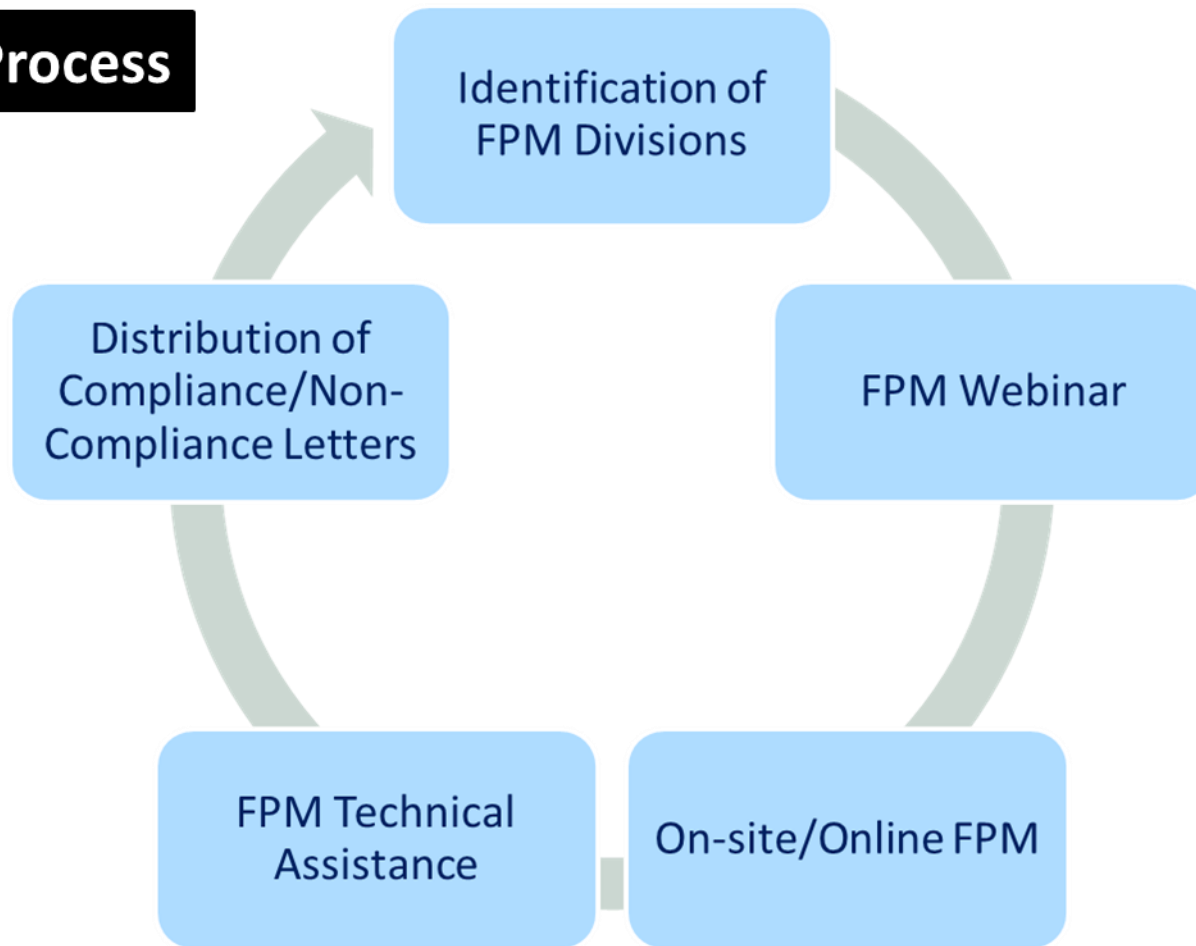


Monitoring Process

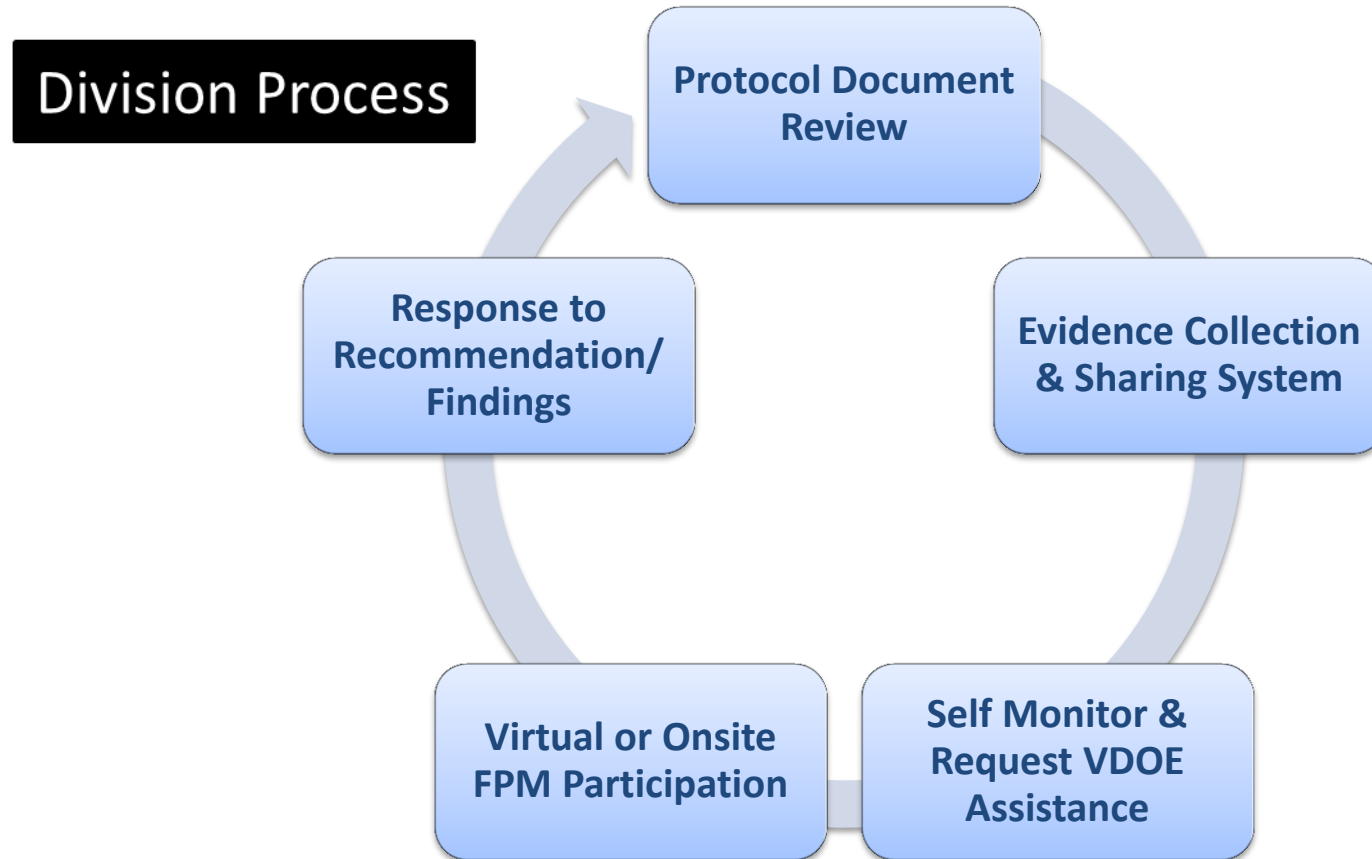


Federal Program Monitoring Process

VDOE Process



Federal Program Monitoring Process



Monitoring Protocol



Federal Program Monitoring: Protocol Document

Where can I find the [FPM protocol document](#)?

[Expand All](#) | [Collapse All](#)

– Title I Part A – Title I Part C – Title I Part D – Title III Part A

Title I, Part A

Title I, Part C

Title I Part D

Title III, Part A

Title I, Part A, Improving Basic Programs

- Federal Program Monitoring for Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies ([PDF](#)) | ([Word](#))

– Title II, Part A

Title II, Part A, Teacher and Principal Training and Recruiting Fund

- Title II, Part A, Monitoring Protocol ([PDF](#)) | ([Word](#))
- [Complete Monitoring Schedule 2012-2017](#) (PDF)
- [2015-2016 Federal Program Monitoring Schedule for Title II, Part A](#) - Superintendent's Memo 305-15, Dec. 18, 2015

– Title IV, Part B

Title IV, Part B, 21st Century Community Learning Centers

[On-site Grantee Monitoring Document](#) (Word)



**Federal Program Monitoring for Title I, Part A, Title I, Part D; Title III, Part A; and Title X, Part C
Subrecipient Monitoring**



1.0: The SEA conducts monitoring of its subgrantees sufficient to ensure compliance with Title I, Part A; Title I, Part D; Title III, Part A; and Title X, Part C, program requirements. [Section 9304 of NCLB and 80.4 of EDGAR]

Guiding Questions LEA	Acceptable LEA Evidence Documentation	Probing Questions Interview	LEA Response	To be completed by DOE: Is sufficient documentation provided?
1.0a When was the last time you were monitored by the SEA?	<ul style="list-style-type: none"> Copies of reports, corrective actions, results of technical assistance. 	<ul style="list-style-type: none"> Staff describes monitoring process, including on-site procedures, data review, and the reporting and corrective action processes, as pertains to most recent monitoring by the SEA. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
1.0b What findings, if any, were indicated as a result of the monitoring visit?	<ul style="list-style-type: none"> Sample of letters to schools, checklists, forms, etc. 	<ul style="list-style-type: none"> Have all findings from the last visit been addressed? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
1.0c Was there any follow-up by the SEA to ensure that findings were corrected/ addressed?	<ul style="list-style-type: none"> Evidence of technical assistance provided by the SEA as a result of issues identified through the monitoring process. 	<ul style="list-style-type: none"> Staff discusses technical assistance provided by SEA during and as a result of monitoring process. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments</u> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>


















Federal Program Monitoring: Evidence Collection

- Establish self-monitoring system to include collection and review of all elements annually
- Review protocol document annually
- Request clarification on any items from VDOE Title I, Part A, specialist
- Establish electronic filing system to mirror protocol document
- Assign areas of responsibility among several staff involved in the implementation of the program
- Establish timelines and procedures for collection of evidence












Each section of the protocol should have its own folder:

 1.0A	File folder
 1.0B	File folder
 1.0C	File folder
 1.1A	File folder
 1.1B	File folder
 1.1C	File folder
 1.1D	File folder
 2.1A	File folder
 2.1B	File folder
 2.1C	File folder
 2.2A NOT APPPLICABLE	File folder
 2.3A	File folder
 2.3B	File folder
 2.3C	File folder
 2.3D	File folder



Each folder should contain evidence for the protocol item:

 AES School Report Card 2015-2016...	Adobe Acrobat Document	174 KB
 BES School Report Card 2015-2016...	Adobe Acrobat Document	175 KB
 CES School Report Card 2015-2016...	Adobe Acrobat Document	183 KB
 CPS School Report Card 2015-2016...	Adobe Acrobat Document	142 KB
 EMES School Report Card 2015-20...	Adobe Acrobat Document	178 KB
 EMES School Report Card 2015-20...	Adobe Acrobat Document	178 KB
 FBES School Report Card 2015-201...	Adobe Acrobat Document	176 KB
 MCPS Division Report Card 2015-2...	Adobe Acrobat Document	256 KB
 PFES School Report Card 2015-201...	Adobe Acrobat Document	177 KB



FPM 2015-2016 Summary



FPM 2015-2016 Summary

Number of Divisions Monitored Title I, Part A Title I, Part D Title III	Number of Divisions with Findings	Number of Divisions with Noted Areas of Concern	Number of Divisions Receiving Letters Regarding HQT Status
42	1	1	10



FPM 2015-2016 Summary

Federal Program Area	Area of Improvement
Title III	Lau v. Nichols (1974), providing programs and services to English Learners
Title III	Data Collection (1.4a – methods for collecting and recording ELL data)
Title I	Students must be taught by teachers who are properly licensed and endorsed for the classes they are assigned to teach



Technical Assistance Areas of Note



FPM: Technical Assistance Areas of Note

- Fiduciary
 - Allocations to Schools
 - Salaries (Time and Effort)
 - Inventory
 - Parent Involvement
- Parent Involvement



Title I, Part A, Funding: Allocations to Schools

A.	B.				
Division's Title I Allocation : <u>#####</u>	*PER PUPIL EXPENDITURE CALCULATION				
Minus Set-Asides (if applicable): <u>572,646.63</u>	Step 1:				
	<div>714,353.67</div> <div>Amount for Distribution to Schools</div>	,	<div>2,082.0</div> <div>Low-Income Pupils in Served Schools</div>	=	<div>343.11</div>
Amount for Distribution to Schools: <u>714,353.67</u> (Feeds Box 12)					
Divisionwide Average From Low-Income Families <u>76.2%</u>					



Title I, Part A, Funding: Allocations to Schools

(12)	(13)	(14)	(15)	(16)	(17)	(18)
Number of Low-Income Pupils Served	Percent Low-Income	Minimum School Allocation	Distribution Balance: 714353.67 from Box A	School Reallocation Amount (Do Not Use if you have schools in School Improvement)	School Allocation Total (Cols. 15 and 16)	Adjusted PPE
#####		714,353.67	714,353.67	0.00	714,353.67	
Balance to Reallocate			0.00			
302	95.3%	103,619.02	610,734.65		103,619.02	343.11
551	79.7%	189,053.25	421,681.39		189,053.25	343.11
690	77.5%	236,745.45	184,935.94		236,745.45	343.11
539	74.2%	184,935.94	0.00		184,935.94	343.11



Fiduciary: Personnel

Does the school division allocation process ensure the proper distribution of Title I, Part A, funds?

- Division set-aside for allocable personnel only
- Positions for allocable personnel only
- Time and Effort Documentation
 - [Semi-annual Certification Form](#)
 - [Personnel Activity Report](#)
 - [Principal Attestation Form](#)



Fiduciary: Inventory Instructions

Does the school division adhere to the procedures for maintaining equipment and materials purchased with Title I, Part A, funds?

- Budget
- Reimbursements
- Inventory records
- Disposition of Title I inventory records
- Procurement policies



Fiduciary: Parent Involvement

Does the school division reserve the required amount of its Title I, Part A, allocation for parent involvement?

- How does the division document the one percent division set-aside?
- How does the division distribute the required 95 percent of the one percent to the eligible schools?
- If allocation is not used during fiscal year, it must be carried over and added to the following year's required reservation.
- Reservation is required if division's award is at least **\$500,000.**



Parent Involvement

Does the school division implement an array of initiatives to successfully engage parents in the educational program while documenting the protocol guiding questions?

- Building Parent Capacity
- Parent Right-To-Know
- Parent Policy/Compact
- Planning
- Annual Meeting
- Evaluation of Program Implementation and Parent Involvement



Tips for Success

- Establish systems and procedures for self-monitoring on a regular basis.
- Ensure that the system includes a chart delineating tasks, persons responsible, and timeline.
- Focus on results, not just compliance.



Questions?



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